

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-01.A

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Subject:

DATE: 07/27/87

Sunset Review:

AUTOMOTIVE EQUIPMENT AND SERVICES

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1. PURPOSE. This directive promulgates the policy and procedures for administering, planning, and coordinating the use of Government owned/leased automotive transportation equipment for training programs, the motor pool, and other Federal Law Enforcement Training Center (FLETC) functions. Transportation equipment includes all types of automotive, construction, weight-handling, industrial materials handling, and specialized mobile equipment.
2. SCOPE. The provisions of this directive are applicable to all employees, students, Participating Organization (PO) representatives, and contractors at the FLETC Glynco, who are authorized the use of FLETC-owned or leased transportation equipment.
3. CANCELLATION. FLETC Directive (FD) 70-01.A, Automotive Transportation Equipment and Services, dated February 2, 1982.
4. REFERENCES.
  - a. Code of Federal Regulations 41, Chapter 101, Subchapter G, Parts 101-38 and 101-39.
  - b. FD 70-01.B, Arriving and Departing Transportation for Students and Visiting Instructors at FLETC.
  - c. FD 70-01.C, Gasoline Dispensing Procedures and Safety Regulations.
  - d. FD 70-02.A, Travel and Transportation of Center Employees.
  - e. FD 70-09.G, Licensing of Motor Vehicle Operators.
  - f. FD 70-09.H, Reporting and Investigation of Motor Vehicle Accidents.
  - g. FD 70-09.Q, Certification of Powered Industrial Truck (Forklift) Operators.

5. RESPONSIBILITY. Responsibility for the management of staff and student transportation will be as follows:

Administration of all FLETC transportation services and equipment	Assistant Director Administration
Planning and coordination of all transportation equipment (FLETC staff and contractors)	Chief, Facilities Management Division or his designee
Assignment of Class "D" training vehicles	Director, Offices of General and Special Training
Local Transportation - on- and off-Center for advanced training personnel and all students	Mobile Equipment Scheduler
Student Transportation off-Center to airports, other depots, and medical establishments	Planning and Allocation Staff and Mobile Equipment Scheduler
Staff Transportation	Mobile Equipment Scheduler
Leasing of automotive equipment	Chief, Procurement Division
Tags for FLETC and commercially leased vehicles	Chief, Property Management Division

6. TYPES OF ASSIGNMENT. All transportation equipment of the Center shall be assigned on the classification basis outlined below. Assignments, utilization, and retention of transportation equipment are subject to periodic review by the Vehicle Review Board.

a. Class "A" Assignments. Assignments of automotive vehicles for the exclusive use of individual personnel.

b. Class "B" Assignments. Permanent assignments of transportation equipment may be made to an office when it has been determined that there is a recurring need for transportation for the efficient conduct of official business or training, and that this need cannot be met by utilizing pool vehicles. Class "B" vehicles are subject to recall by the Mobile Equipment Scheduler if required for training purposes.

c. Class "C" Assignments. Assignments pertaining to the use of transportation equipment retained in the FLETC's motor pool to be used for training (practical exercise and surveillance). These Class "C" vehicles may be used by FLETC staff and PO representatives for administration of Government business and are subject to recall at any time to support training.

d. Class "D" Assignments. Permanent assignments of automotive equipment utilized in training.

## 7. PROCEDURES FOR REQUESTING SERVICE.

a. Class "A". Class "A" assignment will be made only by the Director. A written justification will be kept on file at the Facilities Management Division (FAC).

b. Class "B". A written justification indicating the intended use and location where vehicles will be stationed shall be submitted to the Chief, FAC, through the Assistant Director (Administration) for approval. This justification will be kept on file at FAC and will be reviewed annually to justify continuing needs.

c. Class "C".

(1) Transportation Pool Vehicles. If FLETC or PO staff members have a transportation requirement that cannot be met through use of assigned vehicles, other vehicles are normally available for dispatch. Requests for use of pool vehicles, either on or off the facility, may be made to the Mobile Equipment Scheduler at extension 2468.

(a) When vehicles are issued/returned, the user shall be required to sign a Transportation Dispatch Log (form FTC-FAC-33) which is maintained by the Mobile Equipment Scheduler.

(b) A Trip Ticket (form FTC-FAC-32) will be given to each driver as pool vehicles are issued. The form will be completed and turned in daily with the vehicle.

### (2) Bus Transportation.

(a) Student Arrivals/Departures and Emergency Travel (See FD 70-01.B)

(b) To Training and Meals. Student transportation to training in the campus core area and meals is not provided except during inclement weather

conditions. Transportation to all Outdoor Firing Ranges and other outlying training facilities is available based on a "Weekly Range Schedule" provided by Firearms Division. Busses will operate during inclement weather to provide transportation to and from dormitories, training, and meals. Bus schedules will be updated by FAC and posted in all student housing, training buildings, and the cafeteria.

(c) to Off-Center Housing. Off-Center transportation is provided on a reimbursable basis for students residing off-Center. To obtain this service, POs should submit a Transportation Request (form FTC-FAC-56), Attachment 1, to the Mobile Equipment Scheduler at least FIVE WORKING DAYS before each class begins.

(d) Special Training Requirements. Transportation may be required periodically to support special training activities such as Practical Exercises, etc. To request transportation and ensure availability, a representative of the division or the PO conducting the training must contact the Mobile Equipment Scheduler no later than ONE WEEK prior to the date of the requirement.

(3) Vehicles for Practical Exercises. Vehicles for use in practical exercises will normally be available from the motor pool. Requirements will be submitted to the Mobile Equipment Scheduler at least FIVE WORKING DAYS prior to the exercises. The vehicle schedule for practical exercises will have priority over other non-training needs for vehicles.

d. Class "D". This class of vehicles includes all special and/or leased training vehicles. A written justification indicating the intended use and location where vehicles will be stationed shall be submitted to the Assistant Director (Administration) through the Assistant Director for approval. This justification will be kept on file at FAC and will be reviewed annually to justify continuing need.

## 8. UTILIZATION.

a. All transportation equipment, either Center owned or commercially leased, shall be used for official purposes only. "Official use" does not include transportation to lunch, conducting personal business at the FLETC, or transporting personnel between their domiciles and places of employment except as part of official travel. Assistant Directors and Division/Branch Chiefs shall be responsible for the proper use of their assigned vehicles and shall appoint, in writing to the Assistant Director (Administration), one transportation representative to be in charge of the assigned vehicles. Persons so assigned shall be responsible for ensuring that (1) vehicles are being properly operated and cared for, (2) operators other than students possess a valid Government Motor Vehicle Operator's Permit (OF-346) as required by FD 70-09.G, and (3) vehicles are presented on time to the motor pool or garage for required maintenance inspections and servicing.

Use of Government vehicles for temporary duty travel is permissible when they are available. Guidance on use of these vehicles is given in an Office of Administration memorandum dated February 18, 1987 (Attachment 2) as well as in FD 70-02.A. Approval to take a Center owned/leased vehicle off the facility will be obtained when travel will require the vehicle to be taken out of the immediate area. Approval is obtained by writing the Chief, FAC, through the Assistant Director (Administration). Approval is not required when a Center vehicle will be used in the immediate area or will be used for transportation to and from the Savannah, Georgia or Jacksonville, Florida airports.

9. OPERATIONAL PROCEDURES.

a. Government Driver's Kit. The Mobile Equipment Scheduler will ensure that a Government driver's kit containing the following items is retained in all vehicles:

(1) Information regarding driver's responsibilities and "official use" of Government vehicles.

(2) Instructions for procuring routine and emergency supplies, services, and maintenance.

(3) An accident reporting kit which contains:

(a) FD 70-09.H, Reporting and Investigation of Motor Vehicle  
Accidents.

(b) Standard Form (SF) 91, Operator's Report of Motor Vehicle  
Accident.

(c) SF 91A, Investigation Report of Motor Vehicle Accident.

(d) SF 94, Statement of Witness.

(e) Form CA-1, Federal Employees Notice of Traumatic Injury and  
Claim for Continuation of Pay/Compensation.

(f) Optional Form 26, Data Bearing Upon Scope of Employment of  
Motor Vehicle Operator.

(g) Form SR-13, Motor Vehicle Accident Report, State of  
Georgia

b. Accidents. Instructions and procedures for reporting accidents are set forth in FD 70-09.H.

c. Maintenance and Repairs.

(1) Office heads shall ensure that assigned vehicles are kept clean and are in proper mechanical and safe operating condition. A car wash system is available for use by Government vehicles only at the Motor Pool.

(2) Repairs of all rolling stock will be performed by the on-site garage whenever possible. The garage will stock high usage parts and materials. Other supplies/services will be obtained through GSA or their authorized vendors, the Federal Supply Schedules, or Blanket Purchase Order Agreements (BPAs) established annually with local vendors. Orders placed under the BPAs may be made only by persons authorized on the BPA purchase order and may not exceed the dollar limitation established for that person. Government vehicles requiring repairs will be taken to the garage and parked in the designated area. The driver will complete a Vehicle Repair Request form (FTC-OST-66) and submit the form and keys to the garage. Because of production and safety responsibilities, only authorized personnel may enter the garage working area.

(3) Scheduled repairs performed by outside businesses for Center owned or commercially leased vehicles must be authorized by FAC prior to procurement action.

(4) Unscheduled repairs on GSA vehicles away from the FLETC will be handled according to GSA instructions which are placed in each vehicle as required by paragraph 9.a.(2) of this directive.

d. Government Credit Cards. Center service station facilities will be utilized to the maximum extent possible. Guidelines for receiving gasoline, oil, and automatic transmission fluid are contained in FD 70-01.C. Credit cards are available for necessary off-Center purchases. The driver will be responsible for assuring the following information is written on each ticket for credit card purchases:

Tag number  
Odometer reading  
Total gallons, cost per gallon, and total cost  
Cost of oil or other items  
Description of labor charges  
Signature

All tickets and temporarily assigned credit cards will be turned in to the Mobile Equipment Scheduler immediately upon return to the FLETC. FAC approves all payments for off-Center gasoline/oil/services for vehicles. If a PO owned/leased vehicle is temporarily assigned to a FLETC division and a FLETC credit card is used for purchasing gas, oil, and other automotive supplies, the appropriate Division Chief will notify FAC in writing as to whether or not the credit card purchases are reimbursable by the agency owning/leasing the vehicle. The Driver and Marine Division approves payments for the Marine Law Enforcement Training Program credit card purchases.

e. Official Government Tags. Tags will be purchased and assigned by PMD to all Government-owned vehicles and all vehicles leased commercially for periods longer than three months. Requests for initial tag assignments must be made in writing to PMD so that inventory records may be kept current. Tag number assignments will not change during the life of a vehicle.

#### 10. REPORTING REQUIREMENTS.

a. Monthly Mileage Reports (GSA Form 494) will be submitted to GSA by the FAC Transportation Clerk for all vehicles leased from GSA. POs leasing vehicles directly from GSA are responsible for these submittal.

b. The Mobile Equipment Scheduler submits the monthly fuel sentry report (generated by the sentry system, to the Transportation Clerk. Each fuel issue is recorded in the sentry computer, the data accumulated on a monthly basis, and the monthly report input by the Transportation Clerk into the FLETC's administrative statistical reporting system.

c. Reimbursable billings for repairs and supplies used on GSA vehicles will be submitted by the FAC Transportation Clerk on a SF-1081 to the Financial Operations Division. The FAC Administrative Officer prepares monthly billings for repairs and supplies used on PO vehicles.

11. SPECIALIZED VEHICLES AND EQUIPMENT. Specialized vehicles and equipment will be permanently assigned to the Transportation Branch (except for forklifts which are assigned to the PMD). FD 70-09.Q requires certification of operators. Any division having a need for services requiring specialized vehicles or equipment, may request for these services through the appropriate Transportation Section.

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12. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich  
Director

Attachments (2) available from the Facilities Management Division